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# TRAVEL EXPRESS USER MANUAL

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## COMPLETING THE DOCUMENTS

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### INTRODUCTION

Processing a Travel Express document involves up to four groups of people: Travelers (Claimants), Fiscal Reviewers, and Approvers. Travelers may also be in the fiscal group. The traveler is the person filling out the Travel Express documents for reimbursement – see either the State or non-State employee traveler instructions for help. The other groups are described below.

### UNDERSTANDING THE REVIEWER GROUP

The reviewer group consists of persons (usually supervisors, managers, bureau chiefs), who have read-only access to the Travel Express reimbursement documents. According to agency policy, claimants or fiscal persons will route completed Travel Express documents to the designated Reviewer for review of the completed reimbursement document. Upon examination of the travel reimbursement documents, reviewers can route the travel documents to other reviewers, fiscal persons, final approvers, or return for correction.

### INSTRUCTIONS FOR REVIEWERS

1. Click on the web link contained in the e-mail notification or access the Travel Express application directly through SCO's Application page on the Internet.
2. If access was gained via the e-mail web link, enter your user name and password and review the document.  
If access is gained directly through the Internet, enter your user name and password, and click **Travel Express**. Under the **View All Vouchers in Progress** section, select **Documents by Status** from the list and click on the desired document.
3. After reviewing the document, the reviewer can forward the document to the next person in the process, return to the document to the claimant, or exit the document without taking action. If you have any notes, comments, etc., click **Comment** and enter them in the Comment box.
  - A. To forward the document to the next person in the process, select one of the following depending upon your agency policy and process:
    - **Reviewer:** Route to another reviewer.
    - **Fiscal:** Route to fiscal person for fiscal coding.
    - **Final:** Route to final approver for reimbursement document approval/disapprovalSelect the name of the person from the list and then click **Route To**.

- B. To return to the document to the claimant, click **Return**. Where the document came from will determine where the document will be returned. If the Claimant routed the document, the document will be returned to the Claimant.
- C. To exit the document without taking action, click **Exit-No Save**. The document goes back to the **Documents by Status** page.

## UNDERSTANDING THE FISCAL GROUP

The fiscal group consists of those who code documents for uploading into STARS and perform the pre-audit of reimbursement receipts. Any fiscal information that has been pre-entered by the claimant can be over-ridden by the fiscal person. If an explanation or notes need to be entered, the fiscal person can enter these in the comment box. The fiscal person can return the document to the claimant if corrections need to be made. After the fiscal person has finished pre-auditing and entering fiscal codes on the document, the document can be routed to a reviewer or final approver.

## INSTRUCTIONS FOR FISCAL

1. Click on the web link contained in the e-mail notification that you receive from Travel Express or access the Travel Express application directly through SCO's Application page on the Internet.
  2. If the document is accessed via the e-mail web link, enter your user name and password and enter the fiscal codes for the document.  
If the document is accessed directly through SCO's Application page, enter your user name and password, and click **Travel Express**. Under the **View All Vouchers in Progress** section, select **Documents by Status** from the list, and then click on the desired document.
  3. After selecting and entering the fiscal codes, the Fiscal person can forward the document to the next person in the process, return to the document, save the document to finish later or exit the document without taking action. If you have any notes, comments, etc., click **Comment** and enter them in the Comment box.
- A. To forward the document to the next person in the process, select one of the following depending upon your agency policy and process:
    - **Reviewer:** Route to another reviewer
    - **Final:** Route to final approver for reimbursement document approval/disapprovalSelect the name of the person from the list and then click **Route To**.
  - B. To return to the document to the claimant, click **Return**. Where the document came from will determine where the document will be returned.
  - C. Click **Save** to save the document in the current state so it can be finished later.
  - D. To exit the document without taking action, click **Exit-No Save**. The document goes back to the **Documents by Status** page.

## UNDERSTANDING THE FINAL APPROVER GROUP

The final approver group consists of those people who approve/disapprove travel reimbursements for payment. A Travel Express document can only be sent and approved by one approver. Once the final approver has activated the document by approving the travel reimbursement for payment or disapproving the reimbursement, the document is no longer available to agency personnel.

If final approval is given on the travel reimbursement, the Travel Express document is uploaded and processed through the nightly STARS IEU (input, edit, and update).

If the travel reimbursement is disapproved, the final approver will enter comments explaining why and a notification will be e-mailed to the claimant. The document process ends at that point. If the claimant wants to resubmit the disapproved travel document, he/she will need to create a new Travel Express document and the process starts over.

## INSTRUCTIONS FOR FINAL APPROVERS

1. Click on the web link contained in the e-mail notification or access the Travel Express application directly through SCO's Application page on the Internet.
2. If the document is accessed via the e-mail web link, enter your user name and password and enter the fiscal codes for the document.  
If the document is accessed directly through SCO's Application page, enter your user name and password, and click **Travel Express**. Under the **View All Vouchers in Progress** section, select **Documents by Status** from the list, and then click on the desired document.
3. After accessing the document, the Final approver can add can add comments to the document by clicking **Comment**, and then do any of following:
  - Click **Approve** for the document to be approved for payment.
  - Click **Disapprove** for the document to be disapproved for payment.
  - Click **Return** to return the document to the fiscal person for correction or forwarding to the claimant.
  - To exit the document without taking action, click **Exit-No Save**. The document goes back to the **Documents by Status** page

## ACCOUNTING INFORMATION FOR TRAVEL EXPRESS DOCUMENTS

### REQUIRED INFORMATION FOR ALL DOCUMENTS

- A. Receipts present – some, all, none.
- B. Vendor suffix – usually '00', but there are exceptions.
- C. Document number.

- D. Batch number.
- E. Batch effective date and batch date will be filled in by default, but can be overridden by the fiscal person.
- F. Index or PCA – depending upon the agency.
- G. Fund – if P-Card is used and the State owes the traveler.
- H. Optional – Grant, project, GAAP.

## **TRANSACTION CODES**

### **TRAVEL REIMBURSEMENT – NO ADVANCE**

- A. A 230 transaction code (TC) is used to record the expenses.
- B. If the amount is a negative (amount is in parenthesis) then a 230R TC will be entered into STARS. The 'R' will not have to be entered, as the system knows that an amount in parenthesis will generate an 'R'.
- C. If the total amount is due to the traveler, the 230 TC will generate a warrant for the traveler.

### **TRAVEL REIMBURSEMENT – ROTARY ADVANCE**

- A. A 735 TC is used to record the expenses.
- B. Any amount in excess of the Rotary Advance is coded using a 230 TC (to generate a warrant for payment to the traveler).
- C. A 730 TC is used to record the Rotary Advance Taken.

### **TRAVEL REIMBURSEMENT – P-CARD USED**

- A. A 221 TC is used to record the expenses. This transaction code posts to general ledger accounts 2210 (DR-Due To/From Traveler) and 4200 (CR-Expenditures). Use this TC when coding the individual expense line items and for the Travel Advance, if taken.
- B. A 221R TC is used for individual line item expenses. This will increase the expenditures and decrease the amount due to/from the traveler.
- C. A 221 TC is also used when a traveler takes a P-Card advance. This will decrease the expenditures and increase the amount due to/from the traveler.
- D. If the grand total amount is due to the employee, a 222 TC will be generated. This process creates two debit/credit general ledger postings.  
The first posting is to general ledger accounts 2210 (DR- Due To/From Traveler) and 1003 (CR-Cash). The second is to 1003 (DR-Cash) and 2101 (CR-Outstanding Warrant). The second posting creates the warrant to the traveler. In addition, the fiscal person will have to enter the fund used to pay the traveler.

- E. If the grand total amount is 'due from the employee', the expenditures are posted to the expenditure subobjects in STARS. In this case, the Travel Express process would end at that point.
- F. In the case of an amount 'due from the employee', the final transaction occurs when the traveler presents a check to the State for the amount owed.  
A 103 TC (Cash Receipt from Traveler – Travel Express) will be used to deposit the cash received from the traveler. This transaction code will post to general ledger accounts 103 (DR-Cash) and 2210 (CR-Due To/From Traveler). This will zero out the 2210-Due To/From Traveler general ledger account.

Any amounts entered under P-Card will not show up in the Fiscal Information. The P-Card amounts are shown as documentation supporting the Traveler's reimbursement claim. P-Card amounts are processed through the P-Card application.

## 230 TC WARRANT ADVANCES

Agencies may provide travel advances by creating a 230 TC warrant advance. After the traveler returns and submits the Travel Express document, there are two ways to account for the 230 TC warrant advance:

- If the traveler owes money to the State, there is a two-step process to record the used portion of the advance and the unused (returned) portion to the State.
- If the State owes money to the traveler, a warrant is automatically generated through STARS and the traveler is paid.

## TRAVELER OWES THE STATE

When creating the Travel Express document, the traveler enters the actual amount of the advance used for expenses in parenthesis in the **Other** field (see below).

Mode of Travel Information			Miscellaneous Information		
Mode of Travel	Out Of Pocket	Comments	Miscellaneous	Out Of Pocket	Comments
Comm Airfare			Employee Phone/Fax		
Private Vehicle			Other	(\$75.50)	230 Warrant Adv Expenses
Train, Bus, Taxi			Other		
Rental Car			Total	(\$75.50)	
Other	\$10.00	Fax and copy	Travel Advance	<input checked="" type="radio"/> Warrant Advance <input type="radio"/> Rotary Advance	
Other			Amount Received	\$100.00	
Total	\$10.00				

The Fiscal group takes a two-step process to record the used portion of the advance and the unused (returned) portion to the State:

1. Enter fiscal codes for the document as follows:
  - a. The expenses incurred would be coded to the correct Index/PCA with the corresponding expenditure subobject for the type of expenditure.
  - b. The warrant advance used would be coded to the Index/PCA and subobject that was used when the advance was created.

This will process through STARS which will record the expenditures and reverse out the used portion of the travel advance.

2. Deposit the unused amount of the advance by creating a 'J Batch' using a 105 TC in STARS. The same Index/PCA and subobject that was entered on the original advance transaction should be used on the 105 TC transaction.

For example:

1. You create a 230 TC warrant advance for the traveler in the amount of \$100.00.
2. The traveler incurred reimbursable expenses of \$75.00 (Travel Express generated a 230 TC). You reverse the used portion of the warrant advance of \$75.00. The amount must match travel expenses actually incurred. Travel Express generated a 230R TC.
3. You deposit \$25.00 cash from traveler by creating a 'J batch' and using a 105 TC to reduce the remaining expenditure recorded with the advance.

## STATE OWES THE TRAVELER

When creating the Travel Express document, the traveler enters the actual amount of the advance used for expenses in parenthesis in the **Other** field (see the example above). The Fiscal group enters codes for the document as follows:

1. The expenses incurred are coded to the correct Index/PCA with the corresponding expenditure subobject for the type of expenditure.
2. The warrant advance is coded to the Index/PCA and subobject that was used when the warrant was originally created.
3. The Travel Express application will reverse out the warrant advance with the ending total being the amount that is owed to the traveler from the State.
4. A warrant will be created in STARS for the total owed to the traveler.

For example:

1. You create a 230 TC warrant advance for \$100.00.
2. The traveler submits a Travel Express document for \$126.55 (230 TC).
3. The Travel Express application reverses out the \$100.00 warrant advance (230R TC) because the traveler incurred expenses in excess of warrant advance.
4. STARS creates a warrant to the traveler for \$26.55, the net total amount of the Travel Express document.